

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO
Director

LISA NUÑEZ
Chief Deputy



Board of Supervisors

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January 24, 2006

TO: Each Supervisor

FROM: Bryce Yokomizo, Director

SUBJECT: COMMUNITY ACTION BOARD CORRECTIVE ACTION PLAN

On December 14, 2004, your Board approved the transfer of the Community Services Block Grant Program (CSBG) from the Department of Community and Senior Services (CSS) to this Department in an effort to improve delivery of services. Additionally, an investigation was conducted by the Auditor-Controller into certain allegations of improprieties related to the CSBG Community Action Board (CAB) and findings were issued by the Auditor-Controller on February 11, 2005. The Auditor-Controller made ten recommendations to correct these deficiencies in the operation of the CAB.

On July 13, 2005, we sent you our first report on the implementation status of the Auditor-Controller's recommendations for the period of April through July, 2005. Attached is my second report for the period of July 1 through December 31, 2005, which reflects full implementation of seven of the ten recommendations. It is anticipated that we will complete the three remaining corrective actions in February 2006.

If you have any comments or questions, please feel free to contact me.

BY:mk

Attachment

c: Chief Administrative Officer
Interim Director, Community and Senior Services
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller

**COMMUNITY ACTION BOARD
CORRECTIVE ACTION PLAN**

Auditor-Controller Recommendation	Corrective Action	Original Target Completion Date	Revised Target Completion Date (if applicable)	Comments
1. Develop an MOU between the CAB and the County of Los Angeles to establish standards, policies and procedures for operating. These should include such matters as Board Approval of membership, operating and reporting standards.	A Memorandum of Understanding (MOU) between the CAB and the County of Los Angeles that clearly defines the roles and the responsibilities of each entity will be drafted.	6/30/2005	02/15/06	<u>In progress.</u> Draft MOU is under review with County Counsel and Auditor-Controller.
2. Rotate the chairmanship of the CAB annually.	The CAB will amend by-laws to rotate the CAB Chairmanship on an annual basis between all sectors: public, private and poverty representatives.	5/31/2005		<u>Completed.</u> Nominations took place at the May 19, 2005 CAB Meeting and new officers were elected at the June 16, 2005 Meeting.
3. Narrow CAB membership eligibility criteria.	Review of the recruitment and selection process to narrow membership to individuals that have adequate knowledge and time to focus on the duties and responsibilities of the CAB.	6/30/2005	02/15/06	<u>In progress.</u> Members will be required to participate fully in CAB-related activities. The MOU and By-Laws will be revised to include this requirement. The application for CAB membership has been revised.
4. Develop a policy and procedures manual.	Development of a policy and procedures manual that clearly defines all aspects of the operation of the CAB and its relationship to the Board of Supervisors has begun.	12/30/2005	02/15/06	<u>In progress.</u> Draft manual will be revised to reflect finalized MOU and By-Laws
5. Provide CAB members and staff comprehensive training on the Brown Act.	Executive Director of the Community Action Agency to request County Counsel to provide comprehensive training on the Brown Act for all CAB members and staff responsible for working with the CAB.	7/30/2005		<u>Completed.</u> County Counsel trained the CAB and staff on May 19, 2005.
6. Provide CAB support staff with comprehensive training on contracting.	CAB support staff to receive comprehensive training on all facets of contracting, including State/County regulations, policies, and procedures.	7/30/2005		<u>Completed.</u> Staff received 40 hours of Grants Management training on March 16, 30, April 13, 27 and May 11, 2005.

Auditor-Controller Recommendation	Corrective Action	Original Target Completion Date	Revised Target Completion Date (if applicable)	Comments
7. Increase the CAB Executive Director's monitoring of CAB member terms of office.	Executive Director of the CAB will work with the Board of Supervisors Executive Office staff to establish correct CAB membership terms, Conflict-of-Interest information and other pertinent data to be incorporated into a computerized monitoring system to track the terms of all CAB members. Prior to term expiration, appropriate appointing authorities will be notified.	4/30/2005		<u>Completed.</u> CAB terms of membership updated with the Executive Office of the Board of Supervisors. Established an electronic calendar to internally monitor term expiration and notify th CAB 90 days prior to expiration.
8. Establish budget controls and accounting protocols for all CAB operations.	Executive Director of the Community Action Agency will work with DPSS budget staff to establish budget controls and accounting protocols for CAB operations.	6/30/2005	8/30/2005	<u>Completed.</u> These protocols have been established and will be incorporated into Auditor-Controller Recommendation #4 Policy and Procedures Manual.
9. Establish policies to ensure the proper use of interest income.	Work with the State Department of Community Services and Development to ensure compliance with County, State and Federal regulations pertaining to CSBG interest income and establish a monitoring procedure.	8/30/2005		<u>Completed.</u> These policies have been established and will be incorporated into Auditor-Controller Recommendation #4 Policy and Procedures Manual.
10. Request assistance from County Counsel to ensure CAB meetings follow legal requirements and other legal issues.	In addition to the comprehensive training on the Brown Act mentioned above, County Counsel has been requested to participate at CAB meetings to ensure compliance with Brown Act requirements and to resolve contracting issues.	3/17/2005		<u>Completed.</u> County Counsel is attending CAB meetings to ensure Brown Act compliance.